



# RECORDS RETENTION SCHEDULE

**AREA DEVELOPMENT DISTRICT**  
**SCHEDULE APPROVAL DATE: DECEMBER 1997**



Prepared by  
**LOCAL RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

**AREA DEVELOPMENT DISTRICT MODEL  
RECORDS RETENTION SCHEDULE**

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RECORDS RETENTION SCHEDULE

Signature Page

AREA DEVELOPMENT DISTRICT MODEL  
Agency \_\_\_\_\_

DECEMBER 1997  
Schedule Date \_\_\_\_\_

Unit \_\_\_\_\_

Change Date \_\_\_\_\_

DECEMBER 11, 1997  
Date Approved by Commission \_\_\_\_\_

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APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head \_\_\_\_\_

Date of Approval \_\_\_\_\_

Agency Records Officer \_\_\_\_\_

Date of Approval \_\_\_\_\_

*Richard L. Zeldin*  
State Archivist and Records Administrator  
Director, Public Records Division

12-8-1997  
Date of Approval \_\_\_\_\_

*[Signature]*  
Chairman, Archives and Records Commission

12/11/97  
Date of Approval \_\_\_\_\_

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The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

*Jerry W. Patton / Lisa J. Turner*  
Records Analyst/Regional Administrator

12/10/97  
Date of Approval \_\_\_\_\_

*Jim [Signature]*  
Appraisal Archivist

12/8/97  
Date of Approval \_\_\_\_\_

*Danell Gabbart*  
State/Local Records Branch Manager

12/9/97  
Date of Approval \_\_\_\_\_

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The determination as set forth meets with my approval.

*Ed Hatchett*  
Auditor of Public Accounts

12-11-97  
Date of Approval \_\_\_\_\_

# GLOSSARY OF TERMS

## For Records Retention Schedules

<b>Permanent (P)</b>	Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed <b>only</b> after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
<b>Indefinite (I)</b>	A designation used to identify those record series that do not have a fixed retention period. It does not mean permanent. The retention period for these records is defined by the explanation that is found in the Disposition Instructions column of the records retention schedule. An example is: A record series is determined to have a retention period of Indefinite with the Disposition Instructions saying Destroy 2 years after termination of employment. The time a person is employed (could be 5 years or 20 years) is not definite but when that person leaves the record series must be kept for 2 years from the date of termination.
<b>Confidential (C)</b>	Records deemed unavailable for review by the public after applying the state's Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. <b>It is important to note that the local government head (examples sheriff or county clerk) has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.</b> Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
<b>Vital Record (V)</b>	Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
<b>Duplicates</b>	Informational and reference copies of the original or "copy of record". Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the "copy of record", it must be retained according to the retention period on the schedule.
<b>Destruction Certificate</b>	A form (PRD-50) used to document the destruction of public records. It must be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government may be destroyed unless it is listed on the retention schedule and a destruction certificate completed with the original copy sent to the Department for Libraries and Archives (Department). Destruction certificates are available from the Department.
<b>After Audit</b>	A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed.

# RECORDS RETENTION SCHEDULE

A1

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Area Development District  
Administration  
Executive Director

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4238	Official Minutes: (Includes Minutes of the Board of Directors, Executive Board and all Advisory Councils). (V)	P	Retain Permanently
L4239	General Correspondence	I	Destroy when no longer useful
L4240	Official Correspondence: (Includes those items which document the establishment and/or changes in policies and procedures). (V)	P	Retain Permanently
L4241	Publications: (Includes those items which document the establishment and/or changes in policies and procedures).	P	Maintain 1 copy at agency. Forward 3 copies to Dept. for Libraries and Archives. Destroy excess copies when no longer needed.
L4242	Policies and Procedures Manual	P	Retain one copy of each update permanently
L4243	Operating Grants and Contracts File: (Documents the terms and conditions of contractual agreements between local governments and/or state agencies and/or federal agencies and/or sub-contractors and the ADD. May contain original contract, amendments, sub-contracts, invoices, copies of progress reports and correspondence). (V)	I	Destroy 3 years after submission of final report & audit approval
L4244	Informational and Reference Material	I	Destroy when no longer useful
L4245	Reference Maps, Plats and Drawings	I	Destroy when no longer useful
L4246	Special Studies	I	Destroy when no longer useful

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# RECORDS RETENTION SCHEDULE

B1

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Area Development District  
Administration  
Finance

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4247	Annual Budget (V)	P	Retain
L4248	Budget Work File	3	Destroy after audit
L4249	Annual Audit (V)	P	Retain
L4250	Audit Work File	3	Destroy after audit
L4251	Balance Sheet and Income Statement	I	Destroy 3 years after audit approval
L4252	Cash Receipts Register (V)	I	Destroy 3 years after audit approval
L4253	Invoice Register (V)	I	Destroy 3 years after audit approval
L4254	Voucher Register (V)	I	Destroy 3 years after audit approval
L4255	Vendor Payment Voucher File (V)	I	Destroy 3 years after audit approval
L4256	Journal Entry Listing (List of Examinees) (Computer Printout - MRR) (V)	I	Destroy 3 years after audit approval
L4257	Detail General Ledger (Examination Pass/Fail List) (Microfiche and Computer Printout - MRR) (V) (V)	I	Destroy 3 years after audit approval
L4258	Revenue and Expense Report	I	Destroy 3 years after audit approval
L4259	Revenue and Expense Summary (Computer Printout - MRR) (V)	I	Destroy 3 years after audit approval

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# RECORDS RETENTION SCHEDULE

**B2**

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

Area Development District  
Administration  
Finance

**Schedule Date:** December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4260	Monthly Grant Report (Computer Printout - MRR) (V) (V)	I	Destroy 3 years after audit approval
L4261	Shared Cost and Distribution Report (MRR) (V)	I	Destroy 3 years after audit approval
L4262	Banking Records File: (May include cancelled checks, bank reconciliations, bank statements, check stubs, duplicate check record and deposit tickets).	3	Destroy after audit
L4263	Personnel File: (May include the application, resume, performance evaluations, disciplinary actions, wage garnishings, insurance information, worker's comp. Information, pension reports, copies of social security card, copies of immigration forms, completed training and correspondence). (V) (V)	I	Destroy 70 years from date first employed
L4264	Payroll Record File: (May include check register, grant distribution summary and payroll register for each pay period and annual withholdings for each employee's directory information). (V) (V)	I	Destroy 70 years from date first employed
L4265	Time Sheet (V)	5	Destroy after audit
L4266	Request for Leave	I	Destroy 3 years after audit approval

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# RECORDS RETENTION SCHEDULE

C1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Community/Economic Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4267	Industrial Sites and Buildings Inventory and Demographics File: (May include supportive demographics information, published articles about communities, available industrial sites, economic development booklets, community profile info., industrial site profiles and regional economic profile, Documents the industrial sites and buildings available or that exist in the area. Used for trend studies and producing industrial packets and stimulation of economic development).	I	Destroy when no longer useful
L4268	Economic Development Program File: (May include research information, copies or grant applications, published articles about economic development, educational material, press releases and other informational material about prospective industries. Used as supporting documentation and reference in the economic development process).	I	Destroy when no longer useful
L4269	Industrial Client and Prospect File: (May include reference material from the Economic Development Cabinet, hand written notes and information about certain industries or businesses. Documents prospective industrial clients looking to locate and those located in the ADD's area. Collected from industries). (Y) KRS	I	Destroy when no longer useful
L4270	Existing Industry File: (May include copies of special studies, directories and correspondence. Documents industries and companies located and presently doing business in the area. Used primarily as a reference).	I	Destroy when no longer useful

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# RECORDS RETENTION SCHEDULE

C2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Community/Economic Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4271	Downtown Revitalization Program Grant Project Files: (May include application, grant agreement, quarterly progress reports, closeout information and final report, financial statement and correspondence. Documents grant funds given for feasibility and engineering studies not for construction, although these studies may result in construction). (V)	I	Destroy 3 years after submission of final report & audit approval
L4272	Recreation Grant Project Files: (May include the application, inspection reports, project closeout information, studies, final report and correspondence. Sources for funds include the Community Rivers and Streams Program, the Land and Water Conservation Fund, the National Recreational Trails Program and the Intermodal Surface Transportation Efficiency Act (ISTEA).	I	Destroy 3 years after submission of final report & audit approval
L4273	Historic Preservation File: (May include application, progress reports, closeout reports and agreements, correspondence, community surveys, copies of grants, copies of by-laws, reference materials and downtown revitalization studies. Documents assistance to local governments in the area of historic preservation and the grant funding process by local agencies for the purpose of construction of trails, building renovations, beautification and landscaping projects. The source of funding is the Intermodal Surface Transportation and Efficiency Act (ISTEA)).	I	Destroy 3 years after submission of final report & audit approval

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# RECORDS RETENTION SCHEDULE

C3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Community/Economic Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4274	Area Development Fund Grant Project Files: May include application, correspondence, project completion report, agreement, support documentation, bidding documents, commitment of their funds and invoices. This fund was established by the Kentucky General Assembly for capital construction projects by local governments. Documents grant projects funded by the State Area Development Fund which was established by the Kentucky General Assembly for projects by local governments). Closed Date: (C) N/A	5	Destroy after audit
L4275	Tourism File: (May include copies of grant applications, environmental assessments, copies of maps, studies and correspondence. Used to document assistance given to local government for the purpose of developing a tourism strategy. This assistance is usually given through a contractual agreement).	1	Destroy when no longer useful
L4276	Unsuccessful Community Development Block Grants (CDBG) Application File: (May contain unsuccessful applications, income level survey forms, working papers, engineering drawings, reports and correspondence).	3	Destroy
L4277	Community Development Block Grant(CDBG) Administration File: (May contain application, income level survey forms, working papers, engineering drawings, reports and correspondence). (V)	1	Destroy 3 years after submission of final report & audit approval
L4278	Criminal Justice Application File	3	Destroy

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# RECORDS RETENTION SCHEDULE

C4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Community/Economic Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4279	Public Administration Management File: (May include studies, financial & statistical data, work papers and property tax calculations. Documents technical assistance given to local governments in the areas of budgeting, finance, personnel and general management. Funds usually provided by Department for Local Government). (Records: Defendent name and address, race, age, sex, charge, date of conviction, order book and page number, sentence, date of probation, order book and page number, probation set aside, order book and page number, recommitment date, remarks)	5	Destroy
L4280	Regional Transportation Annual Work Program File: (May include highway needs evaluations, special studies, quarterly and annual reports to the Transportation Cabinet, resident survey, facility inventory and correspondence. Documents annual progress toward completing scope of work defined in the contract with the Transportation Cabinet). (V)	I	Destroy when no longer useful
L4281	Independent Transportation Studies: (May include land use recommendations, existing conditions report, proposed recommendations, progress reports to Transportation Cabinet and correspondence. Documents information collected for the Transportation Cabinet for use in the planning for road construction or improvement of a specific area of highway). (V)	I	Destroy when no longer useful

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# RECORDS RETENTION SCHEDULE

C5

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

Area Development District

Community/Economic Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4282	Community and Regional Comprehensive Plan Project Reference File: (May include informational and reference material used in developing a comprehensive plan for local governments).	3	Destroy
L4283	Zoning and Ordinance Subdivision Regulations Project Reference File: (May include informational and reference material in the development of zoning and subdivision regulations for local governments). (May Include: Subpoenas, Summonses, Executions, Bench Warrants, Capias Pro Fines, Fi Fas)	3	Destroy
L4284	Planning and Zoning Technical Assistance File: (May include copies of zoning applications, plats, plans, background information and staff reports used in assisting local governments in comprehensive planning).	I	Destroy when no longer useful
L4285	Solid Waste Planning File: (May include copies of narrative reports, statistical information and contract for services used in the development of solid waste plans for local governments).	I	Destroy when no longer useful

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# RECORDS RETENTION SCHEDULE

D1

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Human Resources Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4286	Area Aging Plans: (Documents an overview of expected program accomplishments by area senior citizens centers. Includes administrative, financial and program information supplied by area senior citizen centers from which a district plan is completed). (V)	I	Destroy 3 years after submission of final report
L4287	Aging Contract File: (May include application for funding, contract, amendments and correspondence. Documents terms and conditions for contractual agreements with sub-contractors to provide services through senior citizens centers).	I	Destroy 3 years after submission of final report & audit approval
L4288	Aging Monthly Fiscal Report: (May include statistical data, invoices, utility costs, expense estimates and year-to-date totals. Documents expenses for services rendered to senior citizens through sub-contractors or senior citizens centers).	I	Destroy 3 years after submission of final report & audit approval
L4289	Aging/Homecare Client Files: (May include application, notification of service, bi-annual re-assessment, care plan, quality assurance agreement, case manager progress note, fee determination worksheets, information release authorization, correspondence, request for fair hearing and termination statement.	I	Destroy 5 years after inactive
L4290	Aging/Adult Day Care Monitoring File: (Documents requirements for monitoring compliance with terms and conditions of Aging Contract. Items monitored are budget, program requirements, facility requirements, staff qualifications, training and client records). (V)	I	Destroy 3 years after submission of final report & audit approval

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# RECORDS RETENTION SCHEDULE

D2

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

Area Development District

Human Resources Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4291	Aging/Adult Day Care Monthly Financial Report File: (May include monthly financial report from the center, monthly attendance report, copy of contact, copy of monthly financial & budget form to Cabinet for Families & Children and correspondence. Documents compliance with terms and conditions of contracts between local senior citizens centers and the Cabinet for Families & Children for services to the aged).	I	Destroy 3 years after submission of final report & audit approval
L4292	Aging/Pacesetters Participation File: (May include list of 500 and/or 1,000 mile walkers, documentation of travel expenses copies of reimbursements checks. File is used to document the participation in the pacesetters program and for reimbursement of travel expenses).	3	Destroy after audit approval
L4293	Family Preservation Regional Application File: (May include application, contract, quarterly reports, monthly financial summary and correspondence. Used to document the agreement with the Cabinet for Families and Children with ADDs to provide administration of grants to local agencies). (V)	I	Destroy 3 years after submission of final report & audit approval
L4294	Community Connections for Children Project Files: (May include application, contract, invoices, back up documentation of actual expenditures and inkind expenditures, quarterly reports, budget modifications and correspondence. Documents contracts with providers to complete projects designed to aid in the preservation of families as set forth in guidelines established by the Cabinet for Families and Children). (V)	I	Destroy 3 years after submission of final report & audit approval

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# RECORDS RETENTION SCHEDULE

D3

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

### Kentucky Department for Libraries and Archives

Area Development District

Human Resources Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4295	Job Training Partnership Act(JTPA) Sub-Contract Files: (May include contract, amendments, Invoices, copies of payment checks, monitoring report and correspondence. Documents contractual services with educational institutions or agencies to provide training for employment). (V)	I	Destroy 3 years after submission of final report & audit approval
L4296	Job Training Partnership Act(JTPA) Participant Record File: (May include application, enrollment form, referral notice, attendance record, grades, class schedule, completion/exit form, employment form, eligibility requirement documents, information release form and correspondence. Documents the eligibility to participate and records while participating in the program). (V)	I	Destroy 3 years after submission of final report
L4297	Job Training Partnership Act(JTPA) Participant Financial File: (May include invoices, copies of checks and correspondence. Documents payment for goods or services rendered to participants).	I	Destroy 3 years after submission of final report & audit approval
L4298	Job Training Partnership Act(JTPA) Summer Youth Employee Payment Record File (May include time sheets, payroll deductions form, K-4 and W-4. Documents the hours worked by summer youth employees participating in the program).	I	Destroy 3 years after submission of final report & audit approval
L4299	Job Partnership Training Act(JTPA) Inventory of Equipment File (V)	I	Destroy after disposition of equipment

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# RECORDS RETENTION SCHEDULE

D4

## STATE ARCHIVES AND RECORDS COMMISSION

### Public Records Division

#### Kentucky Department for Libraries and Archives

Area Development District

Human Resources Development

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4300	JTPA Equal Employment Opportunity Commission Grievance File: (May include original complaint, audio tape of grievance meeting, correspondence, resolution and referral to Workforce Development Cabinet. Documents alleged grievances filed by applicants, participants, interested parties, sub-contractors or vendors when there may be a violation of the Federal Civil Rights Act). (V)	I	Destroy after litigation resolved or 3 years, whichever is later
L4301	Jobs, Opportunity and Basic Skills(JOBS) Case Files: (May include application, letter of request, explanation of fee, copy of check and correspondence in short term training and fees/licensure. Documents the application for and recommendation to participate in the program along with expenditures related to a participant and/or provider). CLOSED SERIES 06/30/1997. Closed Date: (V)	3	Destroy after audit approval
L4302	JOBS Regional File: (May include regional plan, regional contract, regional quarterly report, copies of inter-agency council minutes, copies of committee minutes, budget modification documents and correspondence. Documents funding to short term training facilities for the Department for Social Insurance (DSI)) participants. CLOSED SERIES 06/30/1997). Closed Date:	I	Destroy 3 years after audit approval

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# RECORDS RETENTION SCHEDULE

D5

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Area Development District  
Human Resources Development  
Commodity Distribution

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4303	Commodity Program File: (May include the client application form, authorization form, monthly consolidated reprots, monthly consolidated reports, distribution receiving form, bill of lading reports, USDA commodity distribution monthly reimbursement reports, correspondence with clients and State Department of Agriculture, training agenda and attendance records).	5	Destroy after audit approval

# RECORDS RETENTION SCHEDULE

E1

STATE ARCHIVES AND RECORDS COMMISSION

Public Records Division

Kentucky Department for Libraries and Archives

Area Development District

Grant Administration

Schedule Date: December 11, 1997

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L4304	Joint Funding Administration Program(JFA) Grant Administration Files: (May contain application, studies, reports, financial and statistical data, correspondence, and reference material. Documents the administrative records of the different grant funds administered through the Kentucky Department for Local Government's Joint Funding Administration Program. These are federal funds which are matched, at differing rates, by state monies and given to local governments and administered by the ADDs. These federal funds are granted by different federal agencies including the Department of Housing and Urban Development, Economic Development Administration, Appalachian Regional Commission, Department of Health and Human Services and Department of Justice). (V)	I	Destroy 3 years after submission of final report & audit approval



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